

GEORGIA INSTITUTE OF TECHNOLOGY
OFFICE OF CONTRACT ADMINISTRATION
SPONSORED PROJECT INITIATION

Date: 9/20/80

Project Title: Work Study Program

Project No: D-48-522

Project Director: R. F. Rupnow

Sponsor: Atlanta Regional Commission

Agreement Period: From 7/15/80 Until 6/30/81

Type Agreement: Subgrant under U.S. Government Project No. FRC-JF-04-08

Amount: \$40,865 ARC
29,662 GIT (D-48-219)
\$70,527 TOTAL

Reports Required:

Monthly Progress Reports, Program Evaluation Plan

Sponsor Contact Person (s):

Technical Matters

Contractual Matters
(thru OCA)

Mr. John W. Vining, Jr.
Atlanta Regional Commission
230 Peachtree Street, N.W.
Suite 200
Atlanta, GA 30303
656-7700

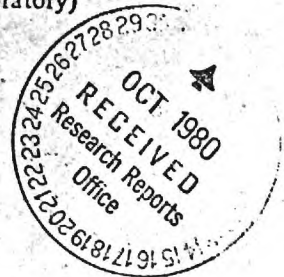
Defense Priority Rating: none

Assigned to: Architecture (School/Laboratory)

COPIES TO:

Project Director
Division Chief (EES)
School/Laboratory Director
Dean/Director-EES
Accounting Office
Procurement Office
Security Coordinator (OCA)
Reports Coordinator (OCA)

Library, Technical Reports Section
EES Information Office
EES Reports & Procedures
Project File (OCA)
Project Code (GTRI)
Other C.E. Smith



GEORGIA INSTITUTE OF TECHNOLOGY
OFFICE OF CONTRACT ADMINISTRATION

SPONSORED PROJECT TERMINATION

Date: 8/19/81

Project Title: Work Study Program

Project No: D-48-522

Project Director: R. F. Rupnow

Sponsor: Atlanta Regional Commission

Effective Termination Date: 6/30/81

Clearance of Accounting Charges: 6/30/81

Grant/Contract Closeout Actions Remaining:

- ☒ Final Invoice and Closing Documents
- ☐ Final Fiscal Report
- ☐ Final Report of Inventions
- ☐ Govt. Property Inventory & Related Certificate
- ☐ Classified Material Certificate
- ☐ Other _____

Assigned to: Architecture (School/Laboratory)

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✓ Reports Coordinator (OCA)

Library, Technical Reports Section
EES Information Office
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Project Code (GTRI)
Other _____

HUD MINORITY WORK-STUDY PROGRAM

Program Evaluation Plan

Graduate City Planning Program

GEORGIA INSTITUTE OF TECHNOLOGY

Roger F. Rupnow, Professor

Work-Study Coordinator

June 30, 1981

This program evaluation plan has been drawn from the Annual Report
for fiscal year 1981, as prepared by Professor Rupnow on 30 June 1981.

Student Satisfaction with work experience is the best indication of the adequacy of practical work experience. Two of eight students changed either work placement agencies or assignments within the agency during this period because of a desire to broaden the work experience and not because of dissatisfaction. One other student terminated employment because she had completed her studies. As stated above, all students finishing the program are given assistance and guidance in job placement which is done on a continuum basis. Student selection for admittance considers the probability of both academic and conduct success. The graduate students' conduct is generally not an issue. If problems arise, both the Graduate Dean and the Dean of Students are available for assistance. This is the practice followed by the Institute generally. Academic accomplishments are reviewed by the Planning Faculty meeting as a Committee of the Whole at the end of each quarter. Recommendations are made for adjustments in course load and content and counseling is initiated. Occasionally a student will encounter academic difficulties and withdraw from the program. However, in all cases adjustments are made in both the number and type of courses taken to prevent this eventuality.

Georgia Tech has both counseling and guidance assistance available at no charge to the student through the Dean of Students and the Counseling Center. In addition, specific facilities are available

for minority students through the Associate Vice President for Academic Affairs who serves as the Institute's Affirmative Action and Equal Opportunity Officer as well as minority members of the Planning Faculty.

Of the nine students who participated in the program during the year, two received their degree and are now seeking employment. One student has one more year to complete the curriculum, one student left the program to pursue other academic opportunities, four students have completed all of their course work and are writing their thesis or option papers, and one student still has a limited amount of course work as well as the preparation of a thesis or thesis option paper.

D-48-522

ANNUAL REPORT

FY 1981

HUD MINORITY WORK-STUDY PROGRAM

GRADUATE CITY PLANNING PROGRAM

GEORGIA INSTITUTE OF TECHNOLOGY

Roger F. Rupnow, Professor
Work-Study Coordinator

June 30, 1981

ANNUAL PROGRAM REPORT

FY 1981

Program Concept

- Program Focus

The focus of the program at Georgia Tech is to provide the student with a graduate level planning generalist education. The student also has the opportunity to develop specializations in certain areas such as transportation, environment and housing. Upon completion, the student receives a Master of City Planning degree. The program is accredited by the American Institute of Planners.

- Student Recruitment

Our recruitment generally involves encouraging those students who make initial inquiries. One recruiting trip was undertaken to the Washington D.C. area during the year. Presentations were made at Goucher College, American University, Howard University and George Washington University. Contacts were also initiated with several colleges and universities in the Atlanta area.

- Financial Need Criteria

Students under this program are processed in the same manner as are all Tech students who receive financial aid. Because of their age and status, if a student indicates a need, we attempt to provide aid if possible. All students are required to complete the "Financial Aid Form."

- Work Element

The employment opportunities in the Atlanta Metropolitan area are

There are 15 counties within the SMSA 6 of which have planning staffs. In addition, in the major county, Fulton, there are 10 cities, many of which have either planning staffs, are assisted by consultants, or by the Regional Planning Commission. The major limitation to associations with some of these agencies is their accessibility from a travel standpoint. Few students have cars and the cost and time are factors mitigating against using certain of these prospective agencies. In addition to the local agencies listed above, Atlanta is the state capitol and many state agencies provide suitable work opportunities. There are also several non-profit organizations that undertake comprehensive planning, housing, etc. activities.

- Student Work Experience

During this fiscal year students worked with the following agencies:

- Atlanta Regional Commission
- Candler Road Development Corporation
- Central Atlanta Progress
- Community Services Admin. (Research Project)
- Fulton County Planning Department
- Georgia Department of Transportation
- Park Central Communities, Inc.

The students were interviewed by the work agencies before placement was consummated. This permitted both the student and agency to develop a thorough understanding of the work experience. In some cases rotation within the agency occurred during the year.

Class schedules were adjusted to establish blocks of time to insure meaningful work experience as well as keep commuting time to a minimum and permit a minimum of twelve hours per week. Xerox copies of the students' monthly reports outlining work assignments are attached as Exhibit I.

- Study Element

The Work-Study coordinator verified each student's schedule after registration was completed to determine that all participants had registered for a minimum of twelve quarter hours. This is also checked as part of the payment of tuition and fees.

Students' interest and work experience are strengthened in several ways. One is through selection of various courses which are selected as electives. A second is the decision by the student, with faculty consultation, whether to write a thesis or to develop a thesis option with the supporting course work.

- Coordination

The Work-Study Coordinating Committee is a continuation and a formalization of those individuals who have been involved in the selection, administration and coordination of the program since Tech's initial participation in 1972.

Those presently serving on the committee are Mr. G. A. Landers, Atlanta Regional Commission; Roger F. Rupnow, Professor/Georgia Tech; Cynthia Christmas, former student and William H. Melvin, HUD.

The supervision of student work experience and its coordination with the academic work was a joint effort by Messrs. Landers and Rupnow.

Periodic meetings were held with students to discuss academic and work experiences. Students explained job responsibilities, relationships to course work and sought assistance with other peripheral issues such as housing, etc. Work supervisors participated in some of the sessions. Personal contacts were developed with work supervisors to obtain evaluations and determine students' efforts

and successes. Weekly seminars are held to acquaint students with responsibilities of the planner. This is done through a lecture series by planning professionals outlining issues and opportunities. All students receive extensive assistance in job placement. Professor Malcolm Little is the central figure in this area. The various agencies seeking professionals contact him and based on his knowledge of the student and the placements available, makes appropriate recommendations. This process is a continual ongoing situation. It does not cease with the first job placement. All our Work-Study students have and will receive assistance in job placement.

- Evaluation

Student satisfaction with work experience is the best indication of the adequacy of practical work experience. Two of eight students changed either work placement agencies or assignments within the agency during this period because of a desire to broaden the work experience and not because of dissatisfaction. One other student terminated employment because she had completed her studies. As stated above, all students finishing the program are given assistance and guidance in job placement which is done on a continuum basis. Student selection for admittance considers the probability of both academic and conduct success. The graduate students' conduct is generally not an issue. If problems arise, both the Graduate Dean and the Dean of Students are available for assistance. This is the practice followed by the Institute generally. Academic accomplishments are reviewed by the Planning Faculty meeting as a Committee of the Whole at the end of each quarter. Recommendations are made for adjustments in course load and content and counseling is initiated. Occasionally a student will encounter academic difficulties and

withdraw from the program. However, in all cases adjustments are made in both the number and type of courses taken to prevent this eventuality.

Georgia Tech has both counseling and guidance assistance available at no charge to the student through the Dean of Students and the Counseling Center. In addition, specific facilities are available for minority students through the Associate Vice President for Academic Affairs who serves as the Institute's Affirmative Action and Equal Opportunity Officer as well as minority members of the Planning Faculty.

- Project Administration

- Exhibit II Grade point averages as of the end of the year and by quarter.

- Exhibit III Financial aid by student for the reporting period.

- Miscellaneous

It should be noted that one of the Work-Study students, Mr. Joel Boykin, served as President of the Student Planning Society during this year, 1980-81.

Of the nine students who participated in the program during the year, two received their degree and are now seeking employment. One student has one more year to complete the curriculum, one student left the program to pursue other academic opportunities, 4 students have completed all of their course work and are writing their thesis or option papers and 1 student still has a limited amount of course work as well as the preparation of a thesis or thesis option paper.

EXHIBIT I

MONTHLY REPORTS OF WORK

JULY 1980 - JUNE 1981

CONTRACT NO. D48-522

(By student by month)

	J	A	S	O	N	D	J	F	M	A	M	J
Boykin, Joel									X			
Gore, William	X	X	X	X	X	X						
Hogg, Suzanne	X	X										
Johnson, Jude	X	X	X	X	X	X	X	X	X			
McCants, Bernard	X	X		X	X			X	X	X		
Quarles, Suzette	X			X								
Sweatt, Jacqueline				X	X	X	X		X	X		
Woodard, Pamela	X	X	X	X	X			X	X	X		
Young, Cynthia	X	X	X	X	X	X	X	X	X	X		

March Monthly Report

1981

During the month of March, Government Walk got its first big thrust forward. All of the research revealed that it was obvious that the major real estate owners are the City, County, State, and Federal governments. Our aim is to employ public participation. In other words, everyone is to take on the responsibility to do their part. Each government institution is to do its respective part by constructing parts of "Government Walk" on their own individual properties. Some government institutions are proposing new construction in the very near future and it would be ideal for the various parts of Government Walk to be constructed at that time. Moreover, Mr. E. Larry Font (San Tech City Planning graduate) is coordinating a meeting to promote Government Walk with Fulton County.

Period Beginning

June 18

(Also) June 30

(Also) July 4

Period Ending

June 30

July 4

July 18

Subject: HUD 701 WORK REPORT
For: Bill Gore, Atlanta Regional Commission, Transp. Div.
Supervisor: Gary Cornell

Work Assignment

I have been working with the ARC staff member responsible for Airports and Airport Planning. The project involves another area of Planning - Air Quality. ARC has responded to the Atlanta Region's failure to meet Federal Air Quality standards by devising a list of RACMS - Reasonably Available Control Measures. This list involves a number of strategies to reduce Air pollution in the Atlanta Region including a shortened work week and staggered work hours. Each strategy has a number of scenarios. My participation in this project was limited to validating the mathematics behind several of the scenarios.

Period Beginning
July 18

Period Ending
August 1

Subject: HUD 701 Work Report.

For: Bill Gona, Atlanta Regional Commission, Transp. Div.

Supervisor: C. J. [unclear]

Work Assignment

I have been working with a member of the ARC staff who is responsible for adjusting the transportation modeling process at ARC. I have been using traffic count station locations as reference points - which I locate on Georgia DOT Function Classification or system maps (with NODE pairs). This is the first step in a longer process yield facility capacity (design hour) at the count station locations. The data I generate is then key punched and applied to the model.

Period Beginning
August 1

Period Ending
August 15

Subject: HUD 701 WORK REPORT

For: Bill Gore, Atlanta Regional Commission, Transp. Div.

Supervisor: 1

Work Assignment

I have been studying documentation of the process involved in generating Z-charts to be plotted by a computer. The program is semi-interactive. The documentation consists of old workable computer programs and a document put together by ARC's data center.

Period Beginning
August 15

Period Ending
August 29

Subject: HUD 701 Work Report.

For: Bill Gore, Atlanta Regional Commission, Transp. Div.

Supervisor: J. Co. II

Work Assignment

Using the ARC computer Center to generate Z-chart plots, These plots are charts which will appear in the Historical operations Data task of the transit Impact Monitoring Program.

Plotting Z-chart involved the use of three/four pieces of equipment. I generated ten charts.

Period Beginning
August 29

Period Ending
Sept. 12

Subject: HUD 701 WORK REPORT
For: Bill GORE, Atlanta Regional Commission
Transportation Div.
Supervisor: C. ...

Work Assignment

I am completing the final stages of research necessary to write a description of MARTA's operating costs consistent with that specified by Task 7 of the Transit Impact Monitoring Program.

I have also written a considerable portion of the report which is presently being edited (by section) by my supervisor. The report will identify important facts, general information, and trends relating to MARTA's operating costs during Fiscal Year 1979.

HUD 701 Work Report

September - October 1, 80

Bill Gore

Work Placement - Atlanta Regional Commission, Transportation Div.
Supervisor - Gane

Work Activities for Current Period

During this work period I have continued to work on the computer terminal. The focus of this work has been on computer graphics, specifically z chart production.

Day to Day work has entailed creating computer files, running the program (z chart) on them, and producing charts and graphs for the MARTA Historical Operations Report by ARC.

HUD 701 Work Report

October 1 - November 1, 80

Bill Gore

Work Placement - Atlanta Regional Commission, Transportation Div.
Supervisor - Ga.

Work Activities for Current Period

During this work session I have worked on coding geographic locations in a form that is consistent with ARC's DIME file. The coded names are then put into a computer file. A major part of my efforts have been directed towards editing these files for corrections and additions.

HUD 701 Work Report

November - December - , 80

Bill Gore

Work Placement: Atlanta Regional Commission, Transportation Div.
Supervisor: / ell

Work Activities for the Current Period

During this work period I have devoted the greater portion of my time to creating check points on various MARTA Bus routes. These checkpoints are to be used by observers on MARTA Buses to try and explain the social and economic factors that influence ARC survey results.

In connection with this project I worked part-time with ARC's consultant in identifying these checkpoints.

HUD 701 Work Report

December - January 1, 80

Bill Gore

Work Placement - Atlanta Regional Commission, Transportation Div.
Supervisor - C M

Work responsibilities for the current period

During this work session I have been working on re-calculating some of the base figures previously developed for ARC's Cost Allocation Report. I have also been involved in a re-write of some portions of the text of that report.

The cost Allocation report is designed to take the end of the year (annual) operating cost of the MARTA system (only the variable costs) and to break them out over the various routes that make up the system. The basis for allocation are the various operating characteristics of the routes.

This project has consumed nearly all of my work time during this period, and small amounts of attention during previous periods.

H.U.D.

Work Report June 1980 -
August 1980

Field work has begun and since June 16 I have visited four sites. On-site evaluations involve personal interviews with program clients, agency staff and community leaders. I am responsible for interviewing program clients and generally do around 25-30 interviews per site. The CSA grantee agencies I have visited thus far are Durham, N.C., North Wilkesboro, N.C., Reidsville, Ga. and Moultrie, Ga. We spend four days at each site in addition to travel time.

Follow-up work in the office includes reviewing and coding all interviews and administering additional telephone interviews. In addition, I am responsible for the Community/Agency profile section of our reports to the CSA. This involves compiling census data for each site as well as describing the area, the agency's funding sources, history and programs offered.

	M	Tu.	Wed.	Th.	Fri.
9:00		Com. Facilities Planning	WORK		
10:00		9:00-10:30			
11:00		STATE + Regional			
12:00		10:30-12:00			
1:00		ETHICS			
2:00		12:30-2:00			
3:00		WORK		WORK	
4:00					
5:00					
6:00					

Also: M+W R.E. 801 / 7-9 p.m.
EIA. STATE

17 hrs

Independent Study -

SOC. 4999 / Weinstein

3/31/81

HUD Work Study
Fulton County, Ga.

During the summer of 1980 (June, July, August, and September) I conducted a survey of businesspeople in the Fulton Industrial District for Fulton County Planning Department. The work has taught me quite a bit about the interview process, professional demeanor, and industrial land uses.

Work-Study Program

Fulton Co. Planning Dep.

For the month of October I've continued to interpret the results of a survey I completed in previous weeks. This task has involved application of survey techniques plus statistical analysis to derive the results; both skills are ones I had - only recently acquired in course study, and provided practical use of both skills.

Work-Study Program

at
Fulton Co. Planning Dept

During the months of November and December I have been compiling results of a survey I conducted for the county, and preparing a report of those results. Working on this report has given me experience in writing a report under actual working circumstances: my writing style and my ability to convey content have improved noticeably.

Work schedule / School schedule

	M	T	W	Th	F
9:00	6030		6030		6030
9:30	6030		6030		6030
10:00	3019	work	3019	work	3019
10:30	3019		3019		3019
11:00					
11:30					
12:00					
12:30	301		8107		8107
1:00	seminar		8107		8107
1:30			8107		8107
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00			8105		
7:30			8105		
8:00			8105		
8:30			8105		
9:00			8105		

3/31/81

HUD Work Study Fulton County, Georgia

During the last four months
(December, January, February, March)
I have developed a report summarizing
the survey I conducted for Fulton
County. The report has given me
experience in statistical analysis,
professional writing, and publication
procedures.

To: Roger Rupnow

From: BERNARD McCants

DATE: July 28, 1980

Subject: Internship Tasks July 1980

My tasks continue to center around the Fulton County Zoning Resolution. An analysis was completed comparing Fulton County uses and procedures with the Standard Industrial Classification Code. The purpose of the analysis was to see how closely Fulton County uses compared with uses stated in the SIC code.

Presently my tasks are involved in conducting a Metro parking study in the 5 county Metro Area. The purpose is a comparative analysis of parking requirements in office parks in the Metro Area to identify inconsistencies among requirements. I expect to be involved in this study activity for the remainder of the summer.

To: Roger Rupnow
From: BERNARD McCants
Date: August 14, 1980
Subject: Internship Tasks August 1980

TASKS ARE CENTERED AROUND the completion of the Metro PARKING STUDY. QUESTIONNAIRES HAVE BEEN DEVELOPED AND ADMINISTERED TO the PUBLIC OFFICIALS in the Metro COUNTIES. RESPONSES HAVE BEEN OBTAINED AND DATA IS PRESENTLY BEING ANALYZED. ADDITIONAL QUESTIONS HAVE BEEN GENERATED AND PRESENTLY I AM COMPLETING the survey process for the new questions. BASIC AREAS of EXPERIENCE IS BEING OBTAINED RELATED to the development of PARKING REQUIREMENTS.

TO: Roger Rupnow
FROM: Bernard McCants **BDM**
DATE: November 21, 1980
SUBJECT: Internship Activities October - November

Internship activities centered around my research project into the subject of Inclusionary Zoning. I established contact with officials, in several cities, to get information on the subject. Cities contacted include Los Angeles, Washington, D.C., Fairfax Co., Virginia, Miami, Ohio, Boulder, Colorado and St. Petersburg, Florida. Presently information is being returned and research and report preparation should be completed by end of December.

The month of October also afforded this writer an opportunity to visit the New Naval installation in Kings Bay, Georgia. In conjunction with a school project the Navy conducted a full tour of the base and the refitting operation for the Trident submarine. It was an informative experience and provided additional insights into planning opportunities within the Department of Defense.

The primary highlight of my October activities center around a trip to the American Planning Association National Conference held in Cincinnati, Ohio October 25-29. The remainder of this report will review the conference and activities which I had an opportunity to participate.

The theme of the National Conference was "Planning with Fiscal Constraints." Total attendance at the conference ranged from 2200 to 2500 participants including students, public officials, speakers and planners.

The conference followed a workshop format with most workshops conducted simultaneously. This created some difficulty since a few workshops I wanted to attend were located so that I was physically constrained from attending. I was able to attend 3 housing related workshops, 2 Economic Development workshops and the International City Managers Association workshop where I had the occasion to meet Mr. Richard Anderson, APA President and Mr. Israel Stollman, Executive Director of APA.

The following are titles and brief summaries of the workshops I attend.

- Housing Related Workshops

- * Revival of the Self Contained Neighborhood- Presentation centered around neighborhood abilities to revitalize and rehabilitate with sweat equity and local government cooperation. The ability of a neighborhood to provide many of the services required by residents such as, housing, commercial, medical and recreation within the neighborhood were other issues raised.
- * Privately Funded Housing Rehabilitation Programs- The issue paramount in this workshop was the public-private cooperation aspect in housing rehabilitation. Speakers reviewed specific cases which attempted various approaches to public/private cooperation.
- * Neighborhood Revitalization- Presentation centered on policy aspect of Neighborhood Revitalization. Another issue discussed was where CDC's fit into revitalization policy and how to maximize effectiveness without isolating support from public officials.

- Economic Development Related Workshop

* Where are you, Planners, now that we need you?
Planning and the CDBG- Workshop speakers centered discussion on individual city experiences with CDBG and innovative uses of CDBG to improve the economic climate in their respective cities. Cities represented were, Buffalo, N.Y., Milwaukee, Wisconsin, Miami, Florida and Washington, D.C.

* Neighborhood Commercial Revitalization- Speakers discussed approaches their respective cities employed to combat commercial disinvestment. Strategies such as business loans and tax relief replace the clearance and rebuilding approach.

- ICMA Workshop- Former editors of the "Greenbook", discussed historical changes in planning during the eras covered in the various editions of the "Greenbook."

I was also able to participate in the Student Representatives Meeting. Concerns of student representatives were raised and discussions centered around APA recognition of students. I was very disenchanted to find that the APA on the national level does not have the level of concern in student growth and development as might be expected. This problem clearly indicates the need for strong student representation. I became a member of the Minority Affairs Committee of the Student Representative which will assist in clarifying minority roles in APA and the Student Committee. This is of personal interest to me and I look forward to participating.

The National Conference provided me an excellent opportunity to meet and rub shoulders with other professionals. I was able to make quite a few contacts for the future and from a personal position I think all students should attend at least one National Conference.

As a final word the APA National Conference has its slow moments and the most negative aspect was the lack of information in a hand-out form. There was very little information that could be collected and reviewed at a later date.

Thank you for permitting me the benefit of National exposure, I'm sure it will help my future endeavors.

To: Roger Ruonan

From: B to

Date: March 3, 1981

Subject: HUD 701 Activities Feb 1981

As we move into the final quarter of internship experience with Fulton County Planning Department work responsibilities continue to improve. The month of February found my responsibility in updating the Land Use Maps of the County. This task has continuously been described as work all planners have to do. Further it is supposed to represent the basic entry level activities of a Planner. I expect to complete the updating by the end of Spring break.

My next duties are expected to include the updating and revision of long range target area plans. I expect to begin that work later in March. We truly look forward to a change in assignment.

As a final comment, I completed the draft of the Inclusionary Zoning study I worked on during fall quarter. Comments from planning staff ranged from thorough to of small utility to the County at this time. However I am confident that a couple of years from now the study will be pulled from the shelf and reviewed. Since inclusionary zoning is at the heart of supply economics for the housing industry, it would only seem natural for it to increase its utility under the Reagan Administration.

Far and away, I would like to thank all for the opportunity to gain experience through the HUD 701 program.

I hope it guides me to successful employment as anticipated.

At this time I cannot identify any other problems with the work study program or with my studies.

To: Roger Rupprow

From: E. A. ...

Date: April 6, 1980

Subject: HUD 701 Work study activities - March 1981

During the Month of March my tasks continued toward completion of Land Use Map updating. My internships continues along entry level tasks. Hopefully when I complete my future entry level planning will be behind me.

In April I expect to return to data collection activities related to Target area planning. Most working hours will be spent in Tax office collecting ownership and assessment data on county parcels.

As a final word I have many thanks for the opportunity afforded me by Fulton County and the HUD work study program.

To: Roger Rupnow

From: to

Date: 4-24-81

RE: HUD 701 workstudy Activity

During the month of April I've been assigned to the Long Range Planning Section. All tasks involve data collection for Target Area Plans. Specifically, data such as ownership information, acreage and site visits to observe what actually exists were completed.

Roger, Please find attached an unedited draft letter to US Senators. I don't know if I've made the points you wanted. I will be editing this version. I don't expect the letter to change much from your copy.

I hope to continue in the Long Range Section until June 30, 1981, the end of my contract.

Activities

- June 19 Review materials for the first draft of the Annual Data Fact Book for Georgia Dept of Transportation
Find information on Rome, Albany, Augusta and Athens for a consultant firm.
- June 20 Call Augusta and locate information on their transit data.
- June 23 Review a grant application for Washington County.
Correct and reorganize grant application for Whitfield County
- June 24 Call Rome and Albany Transit systems operators to confirm peak & off peak ridership data
Check off the Rural/Elderly, and Handicapped Operators Composite List according to applications which have been returned
- June 25 Review the format of the following grant applications: Murray, Pickens, Washington, & Fannin Co. Ga.
Up-date the financial standing section 16 elderly & handicapped projects
Adjust balances of County apportionments to the current figures.
- June 26 Set up a time table for grant processing activities
- June 26 Call & confirm data from Augusta
complete letters of compliance to be submitted to the US Dept. of Labor
- June 30 Set up format for Dept of Transportation County/City Contract Project Maintenance Agreement
- July 1 Review and make copies of a rural grant application
- July 7 Correct portion of Amstar County grant application

and practices provided for by Section 504
of the Rehabilitation Act of 1973

Make a table of grant contracts & their application &
expiration dates

July 7 - finish up coding of contracts

July 8 - draft letter of grievance pertaining to handicapped
discrimination

Begin to construct a Section 18 (Capital & Operating Expense)
guide book

Complete grant application & contract board

July 9 - Continue on Section 18 (Capital & Operating Expense)
guide book

July 10 - Complete Section 18 (Capital & Operating Expense)
guide book

Review grant applications for Dodge, Johnson, & Jefferson
Counties

Re an A-75 review on grant application for Dodge &
Jefferson Counties

Write memo concerning applications

Set up standard form to be included in grant applications
concerning past capital &/or operating expenses

July 11 Write memo concerning application of Wade Co
Begin to review & listing of Section 18 projects
Complete grant information concerning capital &
operating expenses.

July 14 Review application of the Savannah Transit Authority
Complete listing of Section 18 projects & budgets for
fiscal year 1980

July 15 - Begin reviewing Albany's Mass Transportation
operating assistance application

July 16 - Complete reviewing the structure of the

July 17- Begin to establish a ledger containing
a continuous budget for federal appropriation
appropriations beginning with Fiscal Year
1979. a ledger is to be done for administrative
and operating apportionments

M E M O

TO: Roger Rupnow

FROM: Suzette Quarles

SUBJECT: APA Conference

The APA Conference, "Planning with Fiscal Limits", was held in Cincinnati, October 25-29, 1980. I arrived Saturday evening just in time to register before the closing of registration. Saturday night the minority students from the University of Cincinnati sponsored a get together for the purpose of having the students meet each other. I met students from the University of Michigan, Howard University, University of District of Columbia, and UCLA just to mention a few schools. I also met minority staff members and assistant directors for several cities. I was impressed by the favorable response Bernard and I received when we would say we attended Georgia Tech.

Sunday consisted of the Student Workshop to which I was a student co-representative. Several topics were discussed including a budget report, a report on By-Law Amendments, the development of committees and the summer study program

From the student meeting I gathered that the Student Representative Council of APA is having financial and student support difficulties. There is an ongoing campaign to recruit new student members. This meeting was scheduled for all afternoon.

Afterwards I viewed the exhibits. The displays featured

products, publications, documents, and services of interest to planners. Displays were sponsored by such groups as the Dept. of Agriculture, and the City of Cincinnati Planning Department.

Monday consisted of attending a mobile workshop. The workshop, sponsored by the Riverfront Advisory Council, an official citizen group, discussed competition for riverfront sites between industrial and recreational/residential development. Three riverfront locations were visited.

The first site consisted of an area located along the Ohio River in a small community. This site was chosen to be a soybean plant and had the backing of Proctor and Gamble, the largest employer in Cincinnati along with other companies. The citizens fought the establishment of the plant and won even though the odds were against them.

The second site consisted of the bridge crossing the Ohio River which is a small scale version of the Brooklyn Bridge.

The third site consisted of a water community on the Ohio River, known as California, Ohio. These families lived in house boats along this section of the Ohio River. The mayor of California discussed citizen attitudes about their community and gave an overall view of this unique community. This too was an all day tour.

I would like to take this time to thank you for the opportunity to attend such an affair and the experience proved to be very educational.

Nork Study 701 HUD Report

Beginning July 25 and continuing to the present date, my task has been related to Amtrak's 403(b) program. The program is concerned with state subsidizing ~~into~~ intrastate rail passenger service specifically for the State of Georgia.

Specific tasks included:

- 1) Making ridership estimates
- 2) ~~ref~~ revenue estimates
- 3) Scheduling trains
- 4) Coordinating trains to passengers
- 5) Setting up tables & charts to depict data
- 6) ~~and~~ writing a summary of the Amtrak's "Rail Corridor Study" which was concerned with the ATLANTA - MACON - SAVANNAH Corridor
- 7) Writing a report to the Board of Transportation concerning the fiscal aspects of the proposed projects
- 8) Compose a set of recommendations concerning the proposed project.

Fall 81

Monday

9:00 CP 6010

10:00 CE 6153

TUES

WORK

2:00 CP 6090

6:00 CE 6328

WED

9:00 CP 6010

10:00 CE 6153

2:00 CP 6090

6:00 CE 6328

THUR

FRI

9:00 CP 6010

10:00 CE 6153

Schedule for Spring Quarter 1981

CP 6276	Economic Analysis	M & F	11:00 - 12:30 P.M.
CP 6360	Scientific Methods II	T & TH	1:30 - 3:00 P.M.
CP 6210	Urban San. Facil.	T & TH	9:00 - 10:30 A.M.
CP 6120	Problems	No class	

Work Schedule

Wednesdays : 8:30 - 5:00
Fridays : 1:00 - 5:00

MONTHLY ACTIVITY REPORT
FOR THE
MONTHS OCTOBER, 1980 -- JANUARY, 1981

AGENCY: Candler Road Redevelopment Corporation

INTERN: Jacqueline Marie Sweatt

OCTOBER

Before specifically outlining my duties at the Candler Road Redevelopment Corporation, I will briefly describe the agency and its objectives.

The Candler Road Redevelopment Corporation was established in 1978 by the Candler Road Merchants and Homeowners Association. The Candler Road Merchants and Homeowners Association consists of area residents and Candler Road merchants.

The Candler Road Redevelopment Corporation was established by the association for the sole purpose of revitalizing the Candler-Glenwood Business District. The businesses at this intersection are suffering from low sales volumes, deteriorated building conditions, racial and economic transition of the area and competition from surrounding shopping centers such as Belevedere, Columbia and South DeKalb malls.

INTERN'S DUTIES

During the month of October the intern was basically involved in familiarizing herself with the project and the community itself. The intern attended the Candler Road Merchants and Homeowners Association meeting and was able to meet the area merchants and residents.

NOVEMBER

During the month of November, the intern assisted the Executive Director Mr. Michael Syphoe in preparing a proposal for additional funding to the Ford Foundation. Presently, the corporation is funded under DeKalb County's Community Development Block Grant Program.

DECEMBER

During the month of December, the intern was responsible for attending all meetings held by the Candler Road Merchants and Homeowners Association and reporting on the current status of the project. In addition to the above, the intern was also responsible for developing a list of potential tenants for the northeast quadrant of the project area. The intern also assisted the president of the Candler Road Merchants and Homeowners Association in developing advertising strategies for merchants located along Candler Road.

JANUARY

The intern continued contacting potential tenants for the project. Also, the intern assisted in the preparation of the monthly newsletter that will be sent to area merchants and residents concerning the activities of the Candler Road Redevelopment Corporation. The intern was also responsible for developing a loan application for prospective loan applicants. These loan applicants will submit their applications for building renovation to Candler Road Redevelopment Corporation for review. After reviewing the application, the intern will then submit the loan application to the Loan Review Board for approval. The intern will also begin to attend local neighborhood groups monthly meetings to up-date them on what's taking place at the Candler Road Redevelopment Corporation.

Monthly Report

HVD Work Study 70/
Candler Road Redevelopment Corporation
March - April 1981

During the months of March and April the intern was primarily involved in revising a proposal which was previously submitted to the Ford Foundation. The revised proposal will be submitted to other organizations for possible funding.

In addition to the above, the intern printed the corporation's first newsletter. The newsletter will be sent to Board members, Corporation members, Merchants in the area, and interested residents. (COPY ATTACHED)

The intern is also in the process of organizing a clean-up campaign. The clean-up campaign will direct its focus on properties along Candler Road.

Tentative plans are being made for a Spring / Summer festival on Candler Road. Merchants and residents in the area are being asked for suggestions.

5/4/81

- CANDLER / GLENWOOD -

UPDATE

SPECIAL EDITION 1

MAY 1981

WHAT'S GOING ON !!!!

After years of meetings, studies, and promises, the Candler/Glenwood revitalization project is finally becoming a reality. With key elements in place, the Candler Road Redevelopment Corporation, (CRRC) is presently implementing the first phase of the project. The first phase of the project will begin in the Northeast quadrant of the Candler/Glenwood intersection.

The first phase of the project includes: the renovation of 10 existing buildings in the northeast quadrant. The renovation work will include new wall surface material, paint finishes, tenant identification signage, sun protection and lighting. In addition, this phase will also include site improvements including lighting, plantings, paving repairs and district identification sign.

The goal of the Candler Road Redevelopment Corporation (CRRC) is to revitalize the entire Candler/Glenwood business district. More specifically, the CRRC is promoting the Candler/Glenwood business community as the neighborhood shopping district of South DeKalb. This means creating an environment that will totally benefit your "business".

The Candler Road Redevelopment Corporation speaks as one voice to help accomplish needed changes in the Candler/Glenwood business corridor. It needs your support today to plan for tomorrow.

MINI-POLICE STATION !!!!

The plans are in the making for the establishment of a local police precinct to be located on the Northeast quadrant of the Candler/Glenwood Business District. Area businessmen have agreed to finance the proposed mini-precinct. The precinct will be a 800 sq./ft. courtesy station for police officer working the business district. Mr. James King, the owner of James King Cleaners and long time tenant of the business district donated the space to the Candler Road Redevelopment Corporation. It is felt that the precinct will add a sense of security to the area.

If the Candler Road Redevelopment Corporation is to be successful in its mission to revitalize our business community, we need the support of everyone. Membership has improved but is not at the level that it should be. If you have not renewed your membership or filled out a membership application form please do not hesitate to do so. Membership applications are available at our office located at 1807 Candler Road Suite 211.

**C R Candler Road
R C Redevelopment Corporation**

1807 CANDLER ROAD SUITE 211 DECATUR, GEORGIA 30032

1980

During the summer months of June, July and August the majority of my work concerned the various neighborhood groups and organizations within the Bedford-Pine Urban Redevelopment Area. Consequently, I attended many meetings. I also wrote short memos on considerations for the Public Safety Plan that was being written by John Gramfield at Georgia State University. In addition, I contacted ~~and~~ a number of demolition contractors and asked for estimates for the price of demolishing three buildings that ~~were~~ belonged to Park Central Communities. Having found three that I presented my information to my supervisor who then contracted with one of them.

During the fall (September, October and November) I ~~pe~~ conducted a large amount of research work in order to lay a foundation for a project I had hoped to finish this June. This project would have been a slide show on the past forty years in the Bedford-Pine Urban Redevelopment Area. I submitted a grant application to the Committee for

the Humanities in Georgia for \$1871.00
I had received a ~~commitment~~ from
Capacity, Inc. ~~as~~ an arm of
Central Atlanta Progress for \$2,000.00 in
matching funds for this project. Unfor-
tunately, the grant application was not
approved for funding. The reasons for
this are not known at this time.

During the fall, I also carried
out Park Central's program of
"Tickets to the Community" where Park
Central bought a block of 60 tickets
to ~~each~~ the premiere night to each play
being performed by the Just Us Theatre
for the season. I distributed these
tickets to members of the community
and kept a log of which resident
received how many tickets to what
play. The log will enable me to
distribute the tickets in an equitable
manner.

In addition to the above activities, I
also assisted the Affirmative Action
Officer in monitoring the contractors
presently at the sites of Bedford
Place Housing and Bedford Towers.

7
Σ
January 16, 1981

Pamela E. Woodard

1981

Schedule

Mondays and Wednesdays - I work from 8:30-5:00

Tuesdays & Thursdays : class - 12:00 - 1:30

5:30 - 7:30

Wednesday : class - 5:30 - 6:30

Plus I am still working on 6120 and am registered for 6110.

Fridays are generally free but occasionally I will go to the office if something needs doing.

February

During the month of February, the Community Services and Affirmative Action Office of PCC moved back into our quarters at 301 North Ave.

Besides a large amount of housecleaning, I gathered information for our first edition of Park-Lines: A Newsletter of the Bedford-Pine Community. I wrote two articles, and researched information on Pre-Apprenticeships and Apprenticeship Information for future office use.

March

- Continued working actively on newsletter
- Received go-ahead from John Izak to begin implementation of Phase I of my Vocational Assistance Program. Continued gathering info on Pre-Apprenticeship & Apprenticeships in Atlanta.

April

- Distributed ~~several~~ newsletters (1st edition)
- Began work on 2nd edition
- Devised Alert system for Vocational Assistance Program
- Began setting up a two-way system between employers in the neighborhood and myself whereby they would contact me if they had a position that needed filling and I would contact them if I had a person for a position.

- Attended meetings of the Bedford-Pine Development Corporation and the Bedford-Pine Social Services Consortium.

Roger
Rupnow

July / August, 1980

Cynthia Young

July

In July, my time was primarily divided doing three tasks:

1. Coding - I coded interview guides that were done by the telephone survey lab.
2. Xeroxing and keypunching - Many items that had to be copied were xeroxed by two other interns and myself on a rotating basis. Also, some questionnaires^{that} were coded were coded wrong and consequently keypunched wrong. Rather than take the questionnaires back to the keypunch operator at Georgia State University and incur additional costs, I volunteered to keypunch the questionnaires over.
3. Community and Agency Profiles - After evaluating an agency, reports have to be written. The interns' responsibilities in writing the report were community and agency profiles. These profiles were to contain a general description of the area the agency services, a description of the economic ~~base~~, a percentage of the work force employed, and population statistics. The agency profile discusses the programs the agency sponsors and the current funding levels. In order to write these profiles, information had to be looked up in the population and employment censuses and/or obtained from the regional planning agencies in the site area.

The first two tasks became monotonous over time, while the last task was interesting, particularly if the profile was of the agency I was going to visit. Doing a profile of a site I was to visit gave me more insight about the agency.

August

The first two weeks of August were spent in preparation for the coming weeks.

From August 10, 1980 through August 28, 1980, I visited three sites: Flemingsburg, Ky., Hopkinsville, Ky., and Orlando, Fla. During these trips I was able to make comparisons between rural and urban agencies. In operating CSA programs, each agency varied in the number of staff, funding levels, and problems related to the communities each served. After each of these trips, questionnaires were coded, sent to the data processing center, and taken to the computer center.

Overall, I enjoyed doing the program evaluations at these sites. These evaluations demonstrated to me what the poor are up against in these inflationary times. I have learned more about myself in the process.

September, 1980

The first week in September I made my last agency evaluation trip to Owensboro, Kentucky. The agency had made all necessary preparations for our evaluation so everything went smoothly. While in Owensboro, I interviewed several clients from different programs. It was my responsibility to make sure that the evaluation team interviewed the minimum number of clients, code the questionnaires, and write a summary on the agency's performance of service delivery. I thought it was the best agency and trip that I made during the summer. The remainder of the month was spent in writing community profiles, a section of the final agency report.

October, 1980

Because the bulk of the evaluation trips were over, the research project now focused on report writing. It was my job to make certain that all information to write the community profiles was at hand. If any information was missing, I had to contact the community action agency or the planning agency by mail or by phone. I also xeroxed reports and prepared questionnaires for the remaining two trips.

November, 1980

During this month, I continued the tasks that I was doing in October.

December, 1980

The week of December 8, 1980 was my last week working on the Community Service Project. During this week, I organized the information that was going to be used for future report writing and coded the questionnaires from the last three agencies that were evaluated. I also wrote a summary of the community profiles that had been done. Of the twenty-five agency reports, community profile drafts for approximately twelve agencies.

I feel that working on this research project was a positive experience for me because I was able to visit different areas in the Southeast region and meet several people. I also feel that I gained valuable skills in interviewing techniques and report writing.

January

On January 6, 1981, I began to work for the Georgia Department of Transportation (GDOT), Office of Programming. This office is concerned with appropriating monies for federally-funded transportation projects throughout the State of Georgia. It interprets federal legislation as it may affect the state of Georgia.

The first two weeks were spent in orientation. I read information on financing federal-aid highways, sections of Title 23, the U.S. Code on Highways, and met the office personnel. My first assignment was to stastically^{ti} analyze appertionment formulas. Appertionment funds are divided among each state based upon prescribed formulas. Some factors that determine appertionment for transportation programs are area, vehicle miles, and lane miles. These factors may vary when legislative acts are proposed to amend the U.S. Highway Code. Georgia DOT would like to propese different apportionment formulas that could have a positive impact upon Georgia funds. I was assigned to do this task. Given a number of variables to work with and using the factors stated above, I multiplied each variable times a fraction and added the results. I am to do this until an optimal percentage for Georgia is reached.

February

During the month of February, I continued to calculate appertionment formulas.

March

All federal departments are undergoing financial changes

due to the new administration--GDOT is no exception.

Because budgets are being reduced, GDOT has to withdraw projects and reschedule the most important projects to be constructed throughout the state. There are many projects classified into various programs. Some of these programs include interstate system, urban system, interstate resurfacing, and bridge replacement. What I have been doing as a part of this process is to add those funds that were allocated to projects that have been withdrawn. The total of these funds would be redistributed among the rescheduled projects.

I also assisted in organizing local street projects by county. These projects are included in a report that will be submitted to Tom Moreland, State Commissioner of Transportation.

April 1981

The month of April was spent in rechecking project costs. There was an error in the total amount of one program and I had to check all of the work authorization orders that had been approved in order to find the discrepancy. I also learned more on Georgia's ridesharing program. I was told what the goals and objectives of the department were, its procedures in implementing the program, and what its success has been. To demonstrate how the program works, I was allowed to fill out a questionnaire, which was coded and placed in the computer, and received a printout of persons who I could carpool or vanpool with. Learning about the ridesharing program has increased my awareness of another aspect in transportation planning.

Cynthia Young

EXHIBIT II

STUDENT GRADE POINTS

JULY 1980 - JUNE 1981

(CONTRACT NO. D48-522)

BY QUARTER (ON A 4.0 BASIS)

	1979/80	1980-81			CUMULATIVE THRU 1981
		FALL	WINTER	SPRING	
Boykin, Joel	3.2	2.3	3.3	0.0	3.0
Gore, William	3.5	2.5	3.0	3.5	3.2
Hogg, Suzanne	2.9	-	-	-	2.9
Johnson, Jude	3.4	2.5	2.5	3.0	3.0
McCants, Bernard	3.0	1.7	3.0	0.0	3.0
Quarles, Suzette	3.2	3.0	3.0	2.8	3.0
Sweatt, Jacqueline	-	3.2	3.2	3.7	3.3
Woodard, Pamela	3.1	2.0	3.0	3.1	2.9
Young, Cynthia	3.3	3.0	3.0	3.7	3.2

6-30-81

EXHIBIT III
FINANCIAL AID TO STUDENTS
JULY 1980 - JUNE 1981
(CONTRACT NO. D48-522)

PAYMENTS TO	FOR			TOTAL
	Tuition/Fees	Work	Misc.	
Boykin, Joel	\$894.50	\$3,809.50	\$158.96	\$4,862.96
Gore, William	894.50	4,197.00	77.87	5,169.37
Hogg, Suzanne*		2,255.00		2,255.00
Johnson, Jude	894.50	3,490.00	149.98	4,534.48
McCants, Bernard	894.50	3,605.00	459.46	4,958.96
Quarles, Suzette	894.50	4,584.00	474.25	5952.75
Sweatt, Jacqueline**	894.50	1,910.00	121.07	2,925.57
Woodard, Pamela	894.50	4,590.00	133.53	5,618.03
Young, Cynthia	894.50	2,557.50	149.41	3,601.41
TOTAL	\$7,156.00	\$30,998.00	\$1,724.53	\$39,878.53

* Left program 9-14-80

** Entered program 9-15-80

6-30-81